

DELON HAMPTON & ASSOCIATES, CHARTERED



U.S. General Services Administration
Federal Supply Schedule
Contract Number: GS-10F-0086U

PROFESSIONAL ENGINEERING SCHEDULE (PES)

Federal Supply Schedule 871
FSC Group 871

Contract Period: December 20, 2007 – December 20, 2012
With two 5-year option periods

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Business Size: Large



Price List current as of February 1, 2008



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On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system.

The internet address for GSA Advantage!® is: <http://GSAAdvantage.gov>.

For more information on ordering from the Federal Supply Schedule, click on the FSS Schedule button at <http://www.fss.gsa.gov>

OVERVIEW

Delon Hampton & Associates, Chartered (DHA) is a minority-owned consulting firm with over 35 years of experience providing engineering and program and construction management services to its clients. Our founder and Chairman, Delon Hampton, Ph.D., P.E., is a world-renowned civil engineer with more than 45 years of expertise in the engineering industry. He has performed engineering design on a host of projects throughout the United States. Dr. Hampton taught Civil Engineering at Howard University for two decades, is active in the leadership of a number of well known engineering societies, and participates in the mentoring of emerging engineering firms. Dr. Hampton is a past president of the American Society of Civil Engineers (ASCE), the largest organization in the world dedicated to the civil engineering profession.

In January 1973, Dr. Hampton founded DHA with the sole objective of creating a world-class engineering design, program management, and construction management services firm. Initially, the focus of the firm was transportation and water/wastewater markets. In 1974, the company received its first contract from the Washington Metropolitan Area Transit Authority (WMATA) as the lead firm in a joint venture to design two rail transit service and inspection facilities. Within three years, DHA opened its second design office in Atlanta, Georgia and was awarded a contract as a member of a joint venture to design the Constitution Road Combined Sewer Overflow Facility for the City of Atlanta.

DHA expanded its services in the 1980s to include program management and construction management services and was awarded its first contract as Program Management Oversight Consultant (PMOC) for the Federal Transit Administration. Since receiving our first program management contract, DHA has been involved in the management of significant program management projects to include:

- City of Los Angeles - Wastewater Program Management to clean Santa Monica Bay
- The Metropolitan Washington Airports Authority - Joint Venture partner for the \$6+ billion upgrades to the Ronald Reagan Washington National and Washington Dulles International Airports
- Aviation Consulting Engineers - Joint Venture partner for design and construction management services for the City of Atlanta's Department of Aviation for modernization of the Hartsfield-Jackson Atlanta International Airport
- District of Columbia Water and Sewer Authority - Engineering Program Management Consultant Team

As the firm entered into the new millennium, DHA maintains a staff of more than 200 professionals within 4 offices including, Washington, DC; Silver Spring and Baltimore, Maryland; Atlanta, Georgia; and Memphis, Tennessee.

DHA is consistently ranked in *Engineering News Record* (ENR), the industry's premier publication, among the Top 500 Design and Top 100 Program and Construction Management Firms for Fee. We have performed engineering services for a number of major government clients including:

- Federal Transit Administration's Program Management Oversight (PMO) Contractor
- U.S. Department of Labor on the Program Management of Jobs Corps Centers – Nationwide
- Herbert C. Hoover Building Modernization, General Services Administration
- Department of Justice Main Building Renovation, General Services Administration
- Southeast Federal Center Development, General Services Administration

- The \$650 million new Nationals Baseball Stadium, Washington Sports and Entertainment Commission
- The District of Columbia Public Schools (DCPS) on their \$1 billion, 15-year Construction and Modernization Program
- The Verizon Center (formerly known as the MCI Center) for the Washington Sports and Entertainment Commission
- Comcast Center at the University of Maryland College
- The award-winning Doraville Station Parking Deck
- Metropolitan Washington Airports Authority program and construction management services for the \$6+ billion upgrades of the Ronald Reagan Washington National and Washington Dulles International Airports
- Maryland Aviation Administration for the Baltimore-Washington International Airport construction management services
- \$525 million Capitol Visitor Center for the Architect of the Capitol
- Alameda Corridor Transportation Authority for the Los Angeles River Bridge construction management services
- Fulton County (Georgia) Government, Department of Public Works, Water Division Construction Management and Engineering Services contract
- The City of Atlanta Department of Watershed Management \$265 million West Combined Sewer Overflow (CSO) Tunnel
- Martin Luther King, Jr. Memorial, The MLK Foundation
- City of Atlanta's Department of Aviation for the Hartsfield Atlanta International Airport modernization program
- The District of Columbia Water and Sewer Authority, the Engineering Program Management Consultant teams for IC, IIB and Construction Management-3A
- The District of Columbia Department of Transportation for staff augmentation for more than 10 years in support of street, bridge and highway design, construction and inspection

DHA's strength and leadership in the engineering industry has been proven by our long term client relationships and our ability to deliver projects on time and within budget. We bring the experience, resources, and technical expertise to manage a wide variety of projects and respond to the needs of our clients.

The key to our success is the delivery of comprehensive engineering solutions and quality service to our clients; a long-standing tradition established by our founder and Chairman, Dr. Hampton, P.E. DHA has built its reputation on excellence, innovation and the application of cost effective solutions that meet our client's needs. We are committed to these standards and the successful execution of every project we are awarded.

CUSTOMER INFORMATION

1. SPECIAL ITEM NUMBER(S)

SINs	SIN Description
871-2	Concept Development and Requirements Analysis
871-5	Integrated Logistics Support
871-6	Acquisition and Life Cycle Management

1B. LABOR RATES

Please refer to page 9 for Labor Rates.

1C. LABOR CATEGORY DESCRIPTIONS

Please refer to page 10 for Labor Category Descriptions.

2. MAXIMUM ORDER

The maximum order threshold value per order is \$750,000. Orders may be placed above this threshold in accordance with FAR 8.404.

3. MINIMUM ORDER

The minimum dollar value per order is \$100.00.

4. GEOGRAPHIC COVERAGE

United States.

5. POINT(S) OF PRODUCTION

Delon Hampton & Associates, Chartered
900 Seventh Street, N.W., Suite 800
Washington, DC 20001
(202) 898-1999

Delon Hampton & Associates, Chartered
229 Peachtree Street, N.E., Suite 1510
Atlanta, GA 30303
(404) 524-8030

Delon Hampton & Associates, Chartered
8403 Colesville Road, Suite 600
Silver Spring, MD 20910
(301) 585-0100

Delon Hampton & Associates, Chartered
266 South Front Street, Suite 218
Memphis, TN 38103
(901) 521-1142

6. DISCOUNT FROM LIST PRICES

Prices shown herein are Net (discount deducted). Prices also include the GSA Industrial Funding Fee (IFF) of which .75 is to be forwarded by DHA to GSA quarterly.

7. QUANTITY DISCOUNTS

No other discounts are available in this Price List.

8. PROMPT PAYMENT TERMS

Payment terms are Net 30 days.

9A. ACCEPTANCE OF GOVERNMENT PURCHASE CARDS

Government Purchase Cards will be accepted for orders at or below the micro-purchase threshold.

9B. ACCEPTANCE OF GOVERNMENT PURCHASE CARDS

Government Purchase Cards will be accepted for orders above micro-purchase threshold.

10. FOREIGN ITEMS

Not Applicable.

11A. TIME OF DELIVERY

Specified in each task order.

11B. EXPEDITED DELIVERY

Specified in each task order.

11C. OVERNIGHT AND 2-DAY DELIVERY

Specified in each task order.

11D. URGENT REQUIREMENTS

Specified in each task order.

12. F.O.B. POINT(S)

Destination.

13A. ORDERING ADDRESS(ES)

Delon Hampton & Associates, Chartered
900 Seventh Street, N.W., Suite 800
Washington, DC 20001
(202) 898-1999 – Telephone
(202) 371-2073 – Fax
pprue@delonhampton.com

*Please mail to the attention of the Contracts Administrator identified in the task order proposal.

13B. ORDERING PROCEDURES

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the General Services Administration/ Federal Supply Service (GSA/FSS) Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS(ES)

Payment via Wire Transfer

Financial Institution:

Bank of America

9-Digit ABA routing number: see invoice

Telegraphic abbreviation: BOA

Account Number: see invoice

Payment via Check/U.S. Mail

Delon Hampton & Associates, Chartered

900 Seventh Street, N.W., Suite 800

Washington, DC 20001

ACH Payments

Delon Hampton & Associates, Chartered

Bank of American

9-Digit ABA routing number: see invoice

Account Number: see invoice

15. WARRANTY PROVISION

Not applicable.

16. EXPORT PACKING CHARGES

Will be determined on a task order basis.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Government Commercial Credit Cards will be acceptable for payments. Bank account information for wire transfer payments will be shown on the invoices.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

Not applicable.

19. TERMS AND CONDITIONS OF INSTALLATION

Not applicable.

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES

Not applicable.

20A. TERMS AND CONDITIONS FOR ANY OTHER SERVICES

Not applicable.

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable.

22. LIST OF PARTICIPATING DEALERS

Not applicable.

23. PREVENTIVE MAINTENANCE

Not applicable.

24A. SPECIAL ATTRIBUTES

Not applicable.

24B. SECTION 508

The Electronic and Information Technology (EIT) standards can be found at www.Section508.gov/.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

02-030-0745

26. CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

Delon Hampton & Associates, Chartered is registered in the Central Contractor Registration (CCR) Database.

PROFESSIONAL ENGINEERING SERVICES (PES)

PES SCOPE OF SERVICES

The GSA Professional Engineering Services (PES) schedule provides the client a simplified path to the acquisition of professional engineering services for various components of civil engineering.

DHA offers a wealth of experience in diverse projects for a broad cross section of clients. DHA has designed and managed the construction of complex facilities for the Federal, state and local agencies, managed the construction for air traffic control towers and facilities for airport owners, performed studies such as seismic and structure analyses for Los Angeles County after the 1994 earthquake, and participated in master plans for large development sites. DHA routinely provides engineering services that have resulted in high-tech communications centers, secure judicial and governmental facilities, and modern and efficient transportation systems.

Under the PES schedule, DHA offers clients total engineering solution under three Special Item Numbers (SINs). These SINs comprise the distinct phases of an engineering project.

SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services provided by DHA include engineering services for concept studies and analysis, preliminary planning, the evaluation for the development or enhancement of projects. Associated tasks include, but are not limited to, analysis of project requirements, cost / analysis, feasibility studies, regulatory compliance support, conceptual designs, training, privatization and outsourcing.

SIN 871-5 INTEGRATED LOGISTICS SUPPORT

Services provided by DHA include engineering services for the analysis, planning and detailed design of all engineering to support including operational maintenance and repair of projects throughout their life cycles. Associated tasks include, but are not limited to performance analysis, feasibility analysis, planning, development of policy standards/procedures, long-term reliability and maintainability, training, privatization, and outsourcing.

SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT

Services provided by DHA include engineering services for the planning, cost estimating, construction and program management functions required to support projects. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, training, privatization and outsourcing.

With each engineering phase, our Professional Engineering Services migrates across several engineering disciplines – civil, structural, and program and construction management – with a depth of professional resources that enables us to respond to any government requirement.

PES PRICE LIST

LABOR CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ENGINEERING					
Sr. Vice President	\$148.28	\$154.21	\$160.38	\$166.79	\$173.47
Engineering Manager	\$135.81	\$141.24	\$146.89	\$152.77	\$158.88
Project Engineer	\$107.19	\$111.48	\$115.94	\$120.57	\$125.40
Sr. Engineer	\$87.20	\$90.69	\$94.32	\$98.09	\$102.01
Structural Engineer	\$57.42	\$59.72	\$62.11	\$64.59	\$67.17
Civil Engineer	\$67.39	\$70.09	\$72.89	\$75.80	\$78.84
TECHNICIAN					
CADD Technician	\$42.53	\$44.23	\$46.00	\$47.84	\$49.75
Engineering Technician	\$41.78	\$43.45	\$45.19	\$47.00	\$48.88
PROJECT/PROGRAM MANAGEMENT					
Sr. Vice President	\$148.28	\$154.21	\$160.38	\$166.79	\$173.47
Engineering Manager	\$135.81	\$141.24	\$146.89	\$152.77	\$158.88
Asst Project (Program Manager) Manager	\$149.74	\$155.73	\$161.96	\$168.44	\$175.17
Engineering & Standard Coordinator	\$109.48	\$113.86	\$118.41	\$123.15	\$128.08
Project Manager	\$74.65	\$77.64	\$80.74	\$83.97	\$87.33
Contracts & Procurement Admin	\$64.57	\$67.15	\$69.84	\$72.63	\$75.54
Project Coordinator	\$52.44	\$54.54	\$56.72	\$58.99	\$61.35
OPERATIONS MANAGEMENT					
Operations & Maintenance Engineer	\$74.61	\$77.59	\$80.70	\$83.93	\$87.28
CONSTRUCTION MANAGEMENT / INSPECTION					
Construction Mgmt Director (Mgr)	\$146.74	\$152.61	\$158.71	\$165.06	\$171.67
Safety Coordinator	\$89.31	\$92.88	\$96.60	\$100.46	\$104.48
Sr. Inspector	\$91.03	\$94.67	\$98.46	\$102.40	\$106.49
Sr. Office Engineer	\$62.13	\$64.62	\$67.20	\$69.89	\$72.68
Office Engineer II	\$49.97	\$51.97	\$54.05	\$56.21	\$58.46
PROJECT CONTROLS					
Sr. Planner/Schedule	\$120.89	\$125.73	\$130.75	\$135.98	\$141.42
Sr. Project Control Engineer	\$101.46	\$105.52	\$109.74	\$114.13	\$118.69
DOCUMENT CONTROL					
Document Control Technician	\$39.85	\$41.44	\$43.10	\$44.83	\$46.62
ADMINISTRATIVE					
Office Manager	\$52.30	\$54.39	\$56.57	\$58.83	\$61.18
Sr. Administrative Manager	\$74.98	\$77.98	\$81.10	\$84.34	\$87.72
Asst Office Manager	\$46.16	\$48.01	\$49.93	\$51.92	\$54.00
Receptionist	\$42.46	\$44.16	\$45.92	\$47.76	\$49.67
Administrative Assistant	\$37.22	\$38.71	\$40.26	\$41.87	\$43.54

PES LABOR CATEGORIES DESCRIPTIONS

Each labor category specified below is defined with regard to education, general experience, and specific experience requirements. The duties normally performed by a person filling a particular labor category position are also detailed. In addition, training and certification requirements for a labor category are also specified.

ENGINEERING

SENIOR VICE PRESIDENT

- Education:** Masters degree in Engineering or Architecture from an accredited college or university. Professional registration is required.
- General Experience:** Minimum of 20 years experience directly related to the position, with at least 10 of the 20 years being responsible for technical discipline supervisory assignments involving independent decisions and responsibility. Member and affiliate of professional organizations relating to the position. Responsible for developing management systems to ensure that every project and design is technically accurate and meets clients' needs. Makes recommendations to the President/CEO for engineering and management standards for use by all technical and management staff.
- Specialized Experience:** Knowledge of engineering practices and principles, contract and liability insurance standards, project administration, logistical support, manpower estimates, and development of technical concepts; management tools and principals, and financial management.
- Duties:** Reviews contracts/agreements for technical and liability content. Reviews and approves Project Management Manuals (PMMs) for proper authorization, work scope, and financial compatibilities with company procedures and standards. Performs quality audits. Reviews specific project documents for quality assurance. Enforces quality systems and standards. Counsels Project Manager/Construction Manager on business issues and development. Acts as the final arbiter in technical disputes and questions. Monitors workload and staff competency. Monitors financial aspects of projects. Works with leadership to develop strategic plans.

ENGINEERING MANAGER

- Education:** Bachelor's degree in Engineering or Architecture from an accredited college or university. Professional registration is required.
- General Experience:** Minimum 10 years experience in facility maintenance management, design, or construction, with 7 of the 10 years in facility maintenance management. Ability to apply concepts, such as fractions, percentages, ratios, and proportions to practical situations; ability to apply concepts of basic algebra, geometry, trigonometry, and financial functions; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Specialized Experience:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Duties:** Develops, coordinates, and assists in the publication and implementation of design standards that relate to efficient and economic operation of facility equipment and utility systems. Assists in client contact and communication pertaining to specific

projects, the development of probable construction cost estimates, and coordinates start-up and de-bug tests and activities. Ensures adequacy of O&M manuals and procedures provided by construction contractors. Attends client meetings. Assists in the analyses of reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design projects. Prepares design computations and quantity estimates. Assists in the preparation or modification of reports, specifications, plans, construction schedules, environmental impact studies, permits and designs for projects. Reviews construction site to monitor progress and other duties per the contract documents. Responsible for project manager and/or project team quality system tasks as defined in the quality manual.

PROJECT ENGINEER

Education: B.S. or B.A. degree in Engineering or Architecture from an accredited college or university.

General Experience: Typically has a minimum of 3 years experience in a project management capacity. Reports to the Senior Engineer and/or Construction Manager.

Specialized Experience: Minimum of 7 years of progressive experience using design-build, construction management, and traditional design-bid-build methodologies. Successful delivery of construction projects on time and within budget and in compliance with applicable laws, rules, ordinances and regulations is a must. Minimum 3 years experience in all construction project phase services, including pre-design, design/pre-bid, bid, construction, and post-construction, as well as experience managing a staff augmentation contract; familiarity with project management tools.

Duties: Provides field support to the Construction Manager in the areas of constructability reviews, value engineering, and quality assurance, technical compliance of all contractors' construction activities that relates to the technical specifications, drawings, and contract deliverables. Notifies Senior Engineer and Construction Manager when matters of non-compliance, safety, and overall performance of the contractors and their subcontractors needs to be addressed and refers technical related issues that cannot be addressed in the field to Senior Engineer for disposition and direction.

SENIOR ENGINEER

Education: B.S. or B.A. degree in Engineering or Architecture from an accredited college or university. Professional registration is required.

General Experience: Minimum 7 years of experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, networking, or other engineering disciplines.

Specialized Experience: At least 5 years leading engineering efforts and supervising engineering staff involved with the application of engineering disciplines in the technical field directly related to the required tasking area being supported.

Duties: Provides engineering, technical, and managerial direction for problem definition, analysis, requirement and development and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analysis employing modeling and simulation techniques.

STRUCTURAL ENGINEER

Education:	B.S. or B.A. degree in Engineering from an accredited college or university. Professional registration is preferred.
General Experience:	Minimum 7 years of experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, networking, or other engineering disciplines. Performs risk assessments and analysis employing modeling and simulation techniques.
Specialized Experience:	At least 5 years leading engineering efforts and supervising engineering staff involved with the application of engineering disciplines in the technical field directly related to the required tasking area being supported.
Duties:	Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts.

CIVIL ENGINEER

Education:	B.S. or B.A. degree in Engineering from an accredited college or university.
General Experience:	Minimum 7 years of experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, networking, or other engineering disciplines. Performs risk assessments and analysis employing modeling and simulation techniques.
Specialized Experience:	At least 5 years leading engineering efforts and supervising engineering staff involved with the application of engineering disciplines in the technical field directly related to the required tasking area being supported.
Duties:	Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts.

TECHNICIANS

CADD TECHNICIAN

Education:	A high school diploma and completion of a 1-year formal CADD training program.
General Experience:	Minimum 2 years experience working with AutoCAD. Works closely with designers and engineers to define drawing needs and products and to ensure a coordinated team effort on multidimensional tasks. Meets work schedules and deadlines. Checks work for technical accuracy, as well as fulfillment of task intent.
Specialized Experience:	Experience researching existing drawing records of pipelines or structures to produce new drawings. In addition, background in structural/civil discipline; proficiency in applying drafting techniques.
Duties:	Prepares all project drawings using AutoCAD software (drawings typically consist of underground pipeline layouts and profiles, concrete underground structures and associated mechanical equipment, and site plans). Researches existing drawing records of pipelines and structures. Works with GIS software to produce customized maps showing piping network and other geographic feature layers, as directed. Integrates photo files with AutoCAD drawings. Organizes and maintains project drawing files within the network server directory structure.

ENGINEERING TECHNICIAN

Education: High school diploma or GED.

General Experience: Minimum 3 years related experience or an engineer on a construction project. Provides clerical support to the Office Engineer in the development of technical, schedule, and cost draft correspondence. Under Office Engineer supervision, uses PC to make inputs to project information systems and producing project management informational reports.

Specialized Experience: Ability to perform a broad cross-section of technical and administrative duties associated with construction management.

Duties: Assists the Office Engineer in the management of construction correspondence and drawing control functions. Assists in maintaining project files and recording information in project logs. Attends meetings and records and distributes minutes of meetings. Performs other related duties, as assigned.

PROJECT / PROGRAM MANAGEMENT

SENIOR VICE PRESIDENT

Education: Graduate degree in Engineering or Architecture from an accredited college or university. Professional registration is preferred.

General Experience: Minimum of 20 years experience directly related to the position, with at least 10 of the 20 years being responsible for technical discipline supervisory assignments involving independent decisions and responsibility; member and affiliate of professional organizations relating to the position. Responsible for developing management systems to ensure that every project and design is technically accurate and meets clients' needs. Makes recommendations to the President/CEO for engineering and management standards for use by all technical and management staff.

Specialized Experience: Knowledge of engineering practices and principles; contract and liability insurance standards; project administration, logistical support, manpower estimates, and development of technical concepts and management tools and principals. Financial management.

Duties: Reviews contracts/agreements for technical and liability content. Reviews and approves Project Management Manuals (PMMs) for proper authorization, workscope, and financial compatibilities with company procedures and standards. Develops engineering standards and General Notes. Performs quality audits. Reviews specific project documents for quality assurance. Enforces quality systems and standards. Counsels Project Manager/Construction Manager on business issues and development. Acts as the final arbiter in technical disputes and questions. Monitors workload and staff competency. Monitors project profit margins. Works with leadership to develop strategic plans.

ENGINEERING MANAGER

Education: Bachelor's degree in engineering or architecture from an accredited four-year college or university. Professional registration is preferred.

General Experience: Minimum 10 years experience in engineering management, design, or construction. Ability to apply concepts, such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry, and financial functions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Specialized Ability to read, analyze, and interpret general business periodicals, professional

Experience: journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Duties: Develops, coordinates, and assists in the publication and implementation of design standards that relate to efficient and economic operation of facility equipment and utility systems. Assists in client contact and communication pertaining to specific projects, the development of probable construction cost estimates, and coordinates start-up and de-bug tests and activities. Ensures adequacy of O&M manuals and procedures provided by construction contractors. Attends client meetings. Assists in the analyses of reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design projects. Prepares design computations and quantity estimates. Assists in the preparation or modification of reports, specifications, plans, construction schedules, environmental impact studies, permits and designs for projects. Reviews construction site to monitor progress and other duties per the contract documents. Responsible for project manager and/or project team quality system tasks as defined in the quality manual.

ASSISTANT PROJECT (PROGRAM) MANAGER

Education: B.S. or B.A. degree in Engineering or Architecture from an accredited college or university. Professional registration is preferred.

General Experience: Minimum 10 years experience in related field, of which at least 3 years in supervisory position.

Specialized Experience: Technical management background is required.

Duties: Establishes the project team consisting of planners, designers, schedulers, finance, and contracts. Orchestrates the components of the team to generate the necessary documentation, including packages required for presentation to the concerned entities, committees, and subcommittees established for the approval process. Identifies the tasks that are necessary to move the project forward. Conforms the tasks as close as possible to the approved budget and schedule. Ensures that the schedule dates and durations are met. Initiates the necessary actions for workarounds. Makes policy decisions related to the project(s). Facilitates, generates, presents, and obtains approvals for project-required documentation. Supports the project as necessary and applicable, through bid and evaluation, construction, and final closeout.

ENGINEERING & STANDARD COORDINATOR

Education: B.S. or B.A. degree in Engineering or Architecture from an accredited college or university.

General Experience: Minimum 15 years of experience. Evaluates existing design and monitors field related issues on projects.

Specialized Experience: Experience in negotiation of large construction claims and difficult contract closeouts. Technical management background is required.

Duties: Responsible for overseeing the construction of major construction contracts. Responsible for coordinating timing and construction of contracts. Responsible for all aspects of preconstruction coordination.

PROJECT MANAGER

Education: B.S. or B.A. degree in Engineering and Architecture from an accredited college or university. Professional registration is required.

General Experience: Minimum 15 years experience in managing complex engineering technical efforts involving multiple facets of an engineering discipline. Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates written and oral communication skills.

Specialized Experience: At least 8 years of experience in direct supervision efforts in the analysis, design, development, integration, training, testing, documentation, and implementation of complex systems. Working knowledge of Management Information Systems (MIS).

Duties: Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects.

CONTRACTS & PROCUREMENT ADMINISTRATION

Education: B.A. or B.S. degree in Business or related field from an accredited college or university.

General Experience: Minimum 3 years experience in the contracts and procurement field. Assists with preparation and processing contract documents for existing contracts and new solicitations; prepares correspondence to the subconsultants.

Specialized Experience: Ability to act as substitute for the Purchasing Agent. Effective oral and written communication skills. Word processing and spreadsheet skills.

Duties: Maintains records necessary to ensure the effective administration of contracts. Prepares various reports, as required. Coordinates with appropriate personnel for data gathering and report preparation.

PROJECT COORDINATOR

Education: High school diploma or 2 years experience.

General Experience: Minimum 6 years of supervisory experience, 4 years of which are at a management level and directly related to logistical and administrative support of large and complex technical and/or organizational functions. Excellent skills in administrative functions, resource/logistics management, procedural development and implementation and coordination of multi-discipline functions; effective oral and written communications skills; and demonstrated ability to accept responsibility of assignments, research applicable information, develop and implement effective plans.

Specialized Experience: Supervision, coordination, and administration of various functional and special assignments, as required.

Duties: Provides support to effectively manage office administration, contract administration, and other special requirements as assigned. Assists senior level management to define, develop, and implement management and administrative procedures. Ensures that acceptable administrative and management support services are provided to department within schedule and budget. Performs liaison and coordination functions between departments, client organization, and staff, as required.

OPERATIONS MANAGEMENT

OPERATIONS & MAINTENANCE ENGINEER

Education: B.S. in Engineering (preferably in mechanical or electrical engineering) from an accredited college or university.

General Experience: Minimum 6 years experience in facility maintenance management and practices, or 6 years of construction experience in review, evaluation, and preparation of operation and maintenance manuals. Coordinates with design operation and maintenance engineer to review and recommend revisions to contract documents

and specifications; develops and maintains construction procedures, Operation and Maintenance Manual format, Sample Warranty documents, and training programs to ensure that contract document requirements are fulfilled; effective oral, written and computer communications skills.

Specialized Experience: Training of personnel and managing of facility product and equipment warranty issues.

Duties: Interfaces with client's personnel to determine exact needs and requirements as to content and format of information to be provided. Interfaces with prime contractors and resident engineers and their staff to assist in implementing procedures necessary to enforce the requirements of the contract. Attends progress meetings, and liaisons with resident engineers and general contractor to administer intent of the contract requirements. Reviews all O&M data and warranty submittals for content and compliance with contract documents. Assumes responsibility for final approval of all O&M manuals, training programs and warranties, including distribution of data to established distribution lists.

CONSTRUCTION MANAGEMENT / INSPECTION

CONSTRUCTION MANAGEMENT DIRECTOR

Education: B.S. in Engineering or Construction Management from an accredited college or university. Professional registration or certification is required.

General Experience: Minimum 10 years experience with managing construction of major commercial and industrial projects. Ability to complement the existing CM staff; responsible for and mentor of field CM staff, including Resident Engineer, Office Engineer, and inspectors. Understanding of elements of Contractor Quality Control (CQC) plan; ability to implement Quality Assurance (QA) program.

Specialized Experience: Conducts Construction/Project Management (CM/PM) training courses.

Duties: Experience managing numerous CM projects simultaneously. Ability to utilize software program to facilitate document control (e.g., Primavera Expedition) and construction schedule monitoring. Ability to market CM services and prepare competitive proposals. Experience with cost estimating, scheduling, and claims avoidance. Ability to understand plans, contracts, and specifications. Supervises team of construction managers, resident engineers, office engineers, and inspectors. Ability to manage numerous projects from the feasibility stage through the final design and construction phases. Ability to market CM services and prepare proposals for CM opportunities.

SAFETY COORDINATOR

Education: Bachelor's degree in Safety & Health or an associate's degree with corresponding experience; completion of standard OSHA courses, including "Train the Trainer."

General Experience: Effective oral and written communication skills; demonstrated ability to perform under stress or in accident situations; as a member of the Construction Safety Advisory Committee, assists the Chairman in providing meeting agendas, follow-up actions, and meeting minutes; works closely with Risk Management Department to strictly enforce the safety provisions of each contract, including compliance with OSHA (Part 1910 and 1926 of the Code of Federal Regulations), VOSHA, FAA, other laws and applicable safety standards; assists managers, COTRs, and field personnel on all safety matters.

Specialized Experience: Certified Safety Professional (CSP) certification; 15 years heavy construction experience; evidence of supervisory initiative, judgment ability required to assume total leadership for complete safety program; ability to research facts, data, and

other information from internal and external sources.

Duties: Supervises and manages the safety staff in their daily activities. Reviews all construction contract documents related to the project related to safety-related issues. Reviews contractors' Safety Plan and Program along with description of hazards particular to their work requirements and the firm's nominees for the Safety Manager or Safety Engineer positions. Recommends approval/disapproval of construction contractor nominated to safety project representatives. Works diligently with field personnel and the Authority's Construction Management Branch to assist site managers, COTRs, and inspectors in strictly enforcing contract safety provisions. Participates in meetings, such as pre-bid, pre-award, and pre-construction conferences, etc., with contractors and bidders to outline and explain the Construction Safety Program and other safety-related aspects of contracts. Provides assistance and input, updates, and revises the client's Construction Safety Manual. Acts as a technical advisor for safety issues and performs necessary actions to ensure safety programs and procedures are effectively enforced in the field. Oversees a comprehensive training program for client and contractor personnel. Conducts safety audits, reviews all projects on a regular basis, and monitors safety deficiencies until they are corrected.

SENIOR INSPECTOR

Education: B. S. degree from an accredited college or university or equivalent years of experience and education. Completion of DOT documentation training course.

General Experience: Minimum of 10 years construction inspection experience. Assists the management team by monitoring daily construction activities.

Specialized Experience: Working knowledge of applicable codes, standards, construction material. Ability to read and complete construction documents. Ability to read, complete, and understand construction documents. Ability to lead, manage, and mentor junior-level civil inspectors. Possesses excellent written and oral communications.

Duties: Monitors construction activities.

SENIOR OFFICE ENGINEER

Education: B.S. degree in Engineering or a related field from an accredited college or institution.

General Experience: Minimum 7 years experience at the professional level in design or construction activities. Assists the Resident Engineer in the management of construction contracts.

Specialized Experience: Ability to manage the Request for Information (RFI) process and correspondence flow for change orders; coordinate project schedule status reports; preparing requests for testing services and verifying their receipt; effective oral and written communication skills, and computer literate. Working knowledge of Management Information Systems (MIS).

Duties: Performs construction contract correspondence and drawing control functions. Reviews contractor submittals for timeliness and completeness. Evaluates appropriate contractor submittals for technical adequacy. Drafts technical, schedule, and cost correspondence to contractors for the signature of the Resident Engineer. Prepares project management information reports. Evaluates contractor progress.

OFFICE ENGINEER II

Education: B.S. degree in Engineering or a related field from an accredited college or institution is preferred.

General Experience: Minimum 2 years experience at the professional level in design or construction activities. Assists the Resident Engineer in the management of construction

contracts.

Specialized Experience: Knowledge of the Request for Information (RFI) process and correspondence flow for change orders; coordinate project schedule status reports; preparing requests for testing services and verifying their receipt; effective oral and written communication skills, and computer literate.

Duties: Performs construction contract correspondence and drawing control functions. Evaluates appropriate contractor submittals for technical adequacy. Drafts technical, schedule, and cost correspondence to contractors for the signature of the Resident Engineer. Prepares project management information reports. Evaluates contractor progress.

PROJECT CONTROLS

SENIOR PLANNER / SCHEDULER

Education: B.A. or B.S. degree in Engineering, Architecture, or related field from an accredited college or university or high school diploma/GED with 10 years of experience.

General Experience: Minimum 10 years of experience in project scheduling concerning long-range planning, scheduling, budgeting, and priorities. Gives expert planning advice for executive action.

Specialized Experience: Minimum 5 years experience with proficiency in information technology applications related to sound management of resources and compilation of data management requirements. Proficiency in applying advanced planning techniques utilizing updated methods and presenting briefings and reports to all levels of management; ability to plan, organize, and supervise work in one or more functions or project areas concurrently, resulting in total management of a large portion of a project.

Duties: Supervises the preparation of project schedules, project planning, and project definition documentation. Manages and defines activities related to project-user coordination and operational planning aspects.

SENIOR PROJECT CONTROLS ENGINEER

Education: B.S. in Engineering, Construction Management, or related field from an accredited college or university.

General Experience: Minimum 5 years of design, construction, or project management experience. Experience with Microsoft Office (Word, Excel, Access, and PowerPoint); familiarity with PRIMAVERA P3, Microsoft Project or other project scheduling software; and familiarity with graphical and image editing software.

Specialized Experience: Ability to read and comprehend construction plans, drawings, and specifications; strong written and oral communication skills; ability to compile cost and scheduling data into spreadsheets, and analyze information and prepare instructive charts and reports; ability to communicate effectively with the client, project control staff, and the program management team.

Duties: Obtains information on project status, participate in progress meetings, and provide presentations on project status. Monitors, evaluates, and reports on design, procurement, construction progress, project cost/budget forecasts, and expenditures. Provides analyses and reviews of cost/budget variances. Develops and maintains both detailed and supervisory design/construction schedules. Prepares summary, detail design, and construction progress reports.

DOCUMENT CONTROL

DOCUMENT CONTROL TECHNICIAN

Education: High school diploma or equivalent years of experience.

- General Experience:** Minimum 5 years related experience. Primarily responsible for electronically scanning all documents received at the Centralized Document Control location.
- Specialized Experience:** Ability to distinguish document by document type; ability to handle confidential documents for Accounting, Contracts, Procurement, Estimating documents, and special incoming and outgoing mail process for specific project team members.
- Duties:** Sorts, opens, and distributes incoming mail manually and electronically. Scans, indexes incoming and outgoing mail electronically. Copies and manually files field documents in corresponding binders. Copies requests from team members. Assists Document Control Supervisor with miscellaneous duties.

ADMINISTRATIVE

OFFICE MANAGER

- Education:** A.A. degree or certificate from a two-year technology program.
- General Experience:** Minimum 8 years of administrative experience in design or construction.
- Specialized Experience:** Ability to apply, collect, record, and organize data into a proper format with knowledge of the methods in the field for which the individual is applying; effective oral and written communication skills. Gives guidance to lower level aides and associate coordinators.
- Duties:** Performs assignments of a routine nature involving the collection, organization and expediting of data and documents. Prepares worksheets and reports and selects the most suitable methods of presenting data. Assists in developing schedules, plans, and procedures. Evaluates project data utilizing experience and judgment in selecting significant information and in identifying possible problem areas. Coordinates the flow and distribution of incoming and outgoing documents. Makes contacts with other company employees or with clients for data coordination and report generation.

SENIOR ADMINISTRATIVE MANAGER

- Education:** B.S. or B.A. degree in Business or related field from an accredited college or university.
- General Experience:** Minimum 8 years of responsible administrative experience in large multi-tiered organizations employing personnel with a wide-range of skills and disciplines and 5 years experience in a supervisory or mid-level management position. Develops implements, and/or supervises policies and procedures for the following functions: word processing, mail and distribution, office security, messenger/courier services, company vehicles/parking, facility management, document control, materials development and production, graphics, office supplies and equipment, space planning and utilization, conference support, reference library, mass mailings, and property administration. Experience with database management, database applications, word processing applications and proficiency in problem recognition and resolution.
- Specialized Experience:** Knowledge and skill in office management, administrative logistics, resource management, facility and logistics management; policy/procedure development and implementation and materials development, production, and distribution; and effective written and oral communication skills.
- Duties:** Develops and defines standards, assign tasks and monitors results, and provides guidance, supervision, and evaluation of administrative/clerical staff. Coordinates internal and external office moves. Interviews all administrative/clerical applicants and makes hiring recommendations to department managers. Assists department manager with a wide-variety of personnel management tasks pertaining to staffing, recruiting, and reporting.

ASSISTANT OFFICE MANAGER

- Education:** A.A. degree or certificate from a two-year technology program.
- General Experience:** Minimum 5 years of experience. Performs a broad cross-section of complex technical and administrative activities relating to major construction projects.
- Specialized Experience:** Ability to coordinate, plan, and organize work.
- Duties:** Responsible for all office activities that relate to management of major construction projects. Establishes file system and procedures, logs, and tracks incoming and outgoing correspondence, contractor submittals, and program payment requests. Maintains contractor progress records, unit price pay quantity calculations. Performs contract specification and drawing research. Drafts letters.

RECEPTIONIST

- Education:** High school diploma or general education degree (GED).
- General Experience:** Minimum 3 years of front desk experience and at least 45 wpm typing. Receives incoming calls and directs them to the appropriate staff. Takes messages, answers general inquiries related to the functions of the organization. Sorts, logs, and distributes all incoming UPS, Express, Courier mail. Arranges conferences; assembles background materials for participants, when necessary.
- Specialized Experience:** Knowledge of Microsoft Office Suite (Word, Excel, etc.). General knowledge of the organization and its function(s). Ability to apply the Corporation's policies and rules. Knowledge of grammar, spelling and punctuation sufficient to draft non-technical correspondence and to correct obvious errors in typed reports, memoranda, correspondence, etc. Knowledge of proper filing systems sufficient to organize and maintain office records and files.
- Duties:** As the central point of contact, performs a variety of administrative duties. Establishes and maintains up-to-date locator records, directories, and other related guides. Ensures that the receptionist desk and waiting areas are properly manned and maintained in a professional manner. Performs other related duties as assigned.

ADMINISTRATIVE ASSISTANT

- Education:** High school diploma or GED.
- General Experience:** Minimum 4 years of experience. Performs a broad cross-section of technical and administrative duties associated with construction management. Data entry of project information system. Prepares project management information reports.
- Specialized Experience:** Effective oral and written communication skills.
- Duties:** Performs construction contract correspondence and drawing control functions. Reviews contractor submittals for timeliness and completeness. Evaluates appropriate contractor submittals for technical adequacy. Drafts technical, schedule, and cost correspondence to contractors. Evaluates contractor progress. Manages the Request for Information (RFI) process and correspondence flow for change proposals/orders. Coordinates project schedule status reporting. Prepares requests for testing services and verifies their receipt.